

**VACANCY ANNOUNCEMENT
ANNOUNCEMENT #05-02**

Opening Date: June 27, 2005 **Closing Date:** July 22, 2005

LOCATION OF POSITION: **WESTERN DISTRICT OF NEW YORK - BUFFALO**
POSITION TITLE: **U.S. PROBATION OFFICER**
SALARY POTENTIAL: **CLASSIFICATION LEVEL 28 (Maximum \$78,755)**
STARTING SALARY RANGE: **CLASSIFICATION LEVELS 23-27 (\$31,866-\$50,541),**
 based on qualifications and experience
STARTING DATE: **SEPTEMBER 19, 2005**

DESCRIPTION OF DISTRICT, PROBATION OFFICE, WORKLOAD AND DUTIES:

District: The Western District of New York encompasses 17 counties and consists of two offices. There are four district court judges, three senior judges, and six full-time magistrate judges.

Probation Office: The probation office is headquartered in Buffalo and has one division office at Rochester. The vacant position is available in the **Buffalo** office.

Workload: Present workload includes supervision of probationers, supervised releasees, parolees, military parolees, pretrial releasees and pretrial diversion cases and the preparation of presentence investigations and all other types of investigations (including bail and pretrial diversion) for the court.

Duties of Probation Officer: A probation officer performs duties and responsibilities such as, but not limited to, the following:

- (1) Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of the process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.
- (2) Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action which include resolving disputed issues and/or presenting unresolved issues to the court for resolution.
- (3) Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.
- (4) Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- (5) Maintains personal contact with offenders through office and community visits and by telephone. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings of appropriate offenders.
- (6) Initiates contact with, replies to and seeks information from organizations such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects, investigates and reports violations and implements appropriate alternatives and sanctions. Prepares reports and makes recommendations for disposition. Testifies at court or parole hearings.
- (7) Conducts preliminary interviews and other investigations as required.
- (8) Maintains a detailed written record of case activity.

MINIMUM QUALIFICATION REQUIREMENTS: Completion of a **bachelor's degree** from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. In addition to the educational requirement, applicants must have one year of specialized experience equivalent to work at the CL 23 level to qualify for Classification Level 25, Step 1 (\$34,799); Classification Level 27, Step 1 (\$40,433) requires two years of specialized experience with at least one year equivalent to work at CL 25 level. Within each classification level, an evaluation of quality of experience and competitive factors may provide placement at salary levels above Step 1 up to and including Step 25.

COMPETITIVE FACTORS: Applicants possessing three years of specialized experience are preferred. Bilingual (Spanish) candidates are encouraged to apply.

SPECIALIZED EXPERIENCE: Progressively responsible experience, gained after completion of a **bachelor's degree**, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

EDUCATIONAL SUBSTITUTIONS: Completion of the requirements for a bachelor's degree from an accredited college or university **and one** of the following requirements may be substituted for one year of specialized experience (and is qualifying for CL 25, Step 1).

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. A "B+"(3.5) average or better in the major field of study, such as business or public administration, personnel management, industrial relations or psychology.
4. Election to membership in Phi Beta Kappa, Signa XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

Completion of one academic year (30 semester or 45 quarter hours) of graduate education in a field of study closely related to the position is qualifying at CL 25, step 1.

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, is qualifying at CL 27, Step 1.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE: The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, they must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. First-time appointees to positions covered under law enforcement retirement provisions must not have reached their **37th** birthday at the time of appointment.

APPLICATION PROCESS: Individuals interested in being considered for the position are invited to submit a cover letter and resume. The cover letter should include a narrative statement describing your interest in seeking this position. Submit to: Joseph A. Giacobbe, Chief U.S. Probation Officer, 234 U.S. Courthouse, Buffalo, New York 14202. Job description and additional information can be located on our website at www.nywp.uscourts.gov. Prior to appointment, applicants considered for this position will undergo an extensive background investigation conducted by the Office of Personnel Management and pre-employment drug screening. The final candidate may also be subject to a pre-employment medical examination to ensure compliance with our national medical standards. In addition, the incumbent will be subject to updated background investigations every five years and random drug screening. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Resumes must be received by the close of business on July 22, 2005.

This Court is an Equal Opportunity Employer